



After the new MyCalPAYS system is built and tested it will be deployed to 160 state departments serving approximately 243,000 employees.



Insights

Employees Receive Sneak Peak of MyCalPAYS System

During the project team's December Change Impact Workshops, employees were shown examples of what they can expect to see when MyCalPAYS goes live for Pilot 1 and 2 Departments in just under 8 months, or 32 weeks, or 5,400 hours or 324,000 minutes.

Workshop attendees learned that MyCalPAYS is an integrated system. One of the advantages to an integrated system is that all data is stored in one database and the information is accessible across application areas (e.g. HR actions automatically kick-off payroll and benefits activities).

Some of the reasons the State needs a new human resources and payroll system were also identified. They include:

- In the current environment the same information is keyed and re-keyed into various systems, which increases errors and impairs data integrity.
- Data cannot be easily shared among systems, which makes it difficult to produce accurate and timely information.
- The systems are written in outdated programming languages.

During the workshops, team members pointed out numerous key advantages that MyCalPAYS will offer, which include:

- **Windows environment vs. terminal screen** – Provides an organized way to navigate throughout the MyCalPAYS system.
- **A unique person ID vs. SSN** – Employees will no longer be identified by their SSN, instead they will have

a unique Person ID that will follow them throughout their state career.

- **Drop down boxes vs. memorized codes** – The current systems require users to memorize codes. In the new system drop down boxes eliminate this need.
- **Single entry vs. dual entry** – In the current system, data has to be entered multiple times in multiple locations. In the new system, which features a single system of record, data needs only to be entered into the system once.
- **Elimination of STD. 612 Employee Transfer Data form** – MyCalPAYS offers a streamlined process that allows departments to more efficiently process an appointment by electronically transferring employee information from one department to another.
- **Robust standard reports available to HR users** – More than 115 standard reports will be available including, Schedule 8, Vacant Positions and Position Roster. New reports that will be available include: Track Loaned Positions, Position Count by Employee Turnover, Count of Employees by FTEs, Notice of Dependents Turning 26, Employee Benefit Eligibility Changes, and an FMLA Overview Report.

Attendees also learned about Employee Self Service (ESS), which when made available will allow state employees to access and maintain personal information in MyCalPAYS.

Peak.....Continued on Next Page

Insights

Peak....Continued From Page 1

ESS will be rolled out to Pilot 1 and 2 departments in the spring of 2012 and to other departments sometime after system stabilization in 2013.

Employees will be able to securely access the ESS website, or portal, from any computer with Internet access. Once in the portal, among other things, employees will be able to:

- Update personal information, such as address, banking and tax information.
- View and print current and past pay stubs.
- Review leave balances.

Ultimately, MyCalPAYS will enable the State to improve the management of human resources information and business processes to fulfill payroll and reporting obligations accurately and on time while meeting the need of state leaders and stakeholders. Once fully implemented, MyCalPAYS will increase operational efficiency and improve access to information.

Through go live and beyond, MyCalPAYS personnel will be available to assist departments with post go-live support, while continually identifying additional training needs and process improvements.

MyCalPAYS Offers Overview Road Show

As mentioned during the January 6 DST Meeting, the project team is offering MyCalPAYS overview road show presentations to departments with offices and facilities located in Sacramento and throughout the state.

Before scheduling a presentation, we want to remind you that the intended audience for these road shows is human resources personnel. The hour-long presentation provides high-level system information to help impacted employees better understand how MyCalPAYS differs from current legacy systems.

We will continue to schedule meetings in and around the Sacramento area as we work to identify other regions of the state that would benefit from these road shows.

To schedule a presentation, contact your department's DST Coordinator. They will need to include the

following information with all requests:

- Agency name
- Contact person's phone number and e-mail address
- Requested meeting time and location
- Anticipated number of attendees

Also, prior to scheduling a meeting, we ask that departments:

- Ensure that a minimum of 10 employees will be able to attend the session
- Provide an appropriately sized room to handle the expected participants
- Provide a projector and a screen or display wall, plus a microphone if appropriate. (MyCalPAYS will supply the presentation computer.)

We look forward to working with you throughout the transition to MyCalPAYS.

Key Activities

January

January 18

Inbound Time Interface Meeting
for Identified Departments

January 26

Role Mapping Workshop
for Pilot 1 and 2 Departments

February

February 3

Monthly DST Sponsor
and Coordinator Meeting

February 17

Wave 3 Launch

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